



Office of the City Clerk

Weekly Report – for Week Ending October 19, 2018

OFFICE OF THE CITY CLERK – PROJECT HIGHLIGHTS AND STATUS

Elections

Preparation is underway for the Los Angeles Unified School District 5 Special Election candidate filing period in early November. Staff has been compiling and updating all necessary forms, training new temporary employees, and preparing instructional materials to assist the candidates in their efforts.

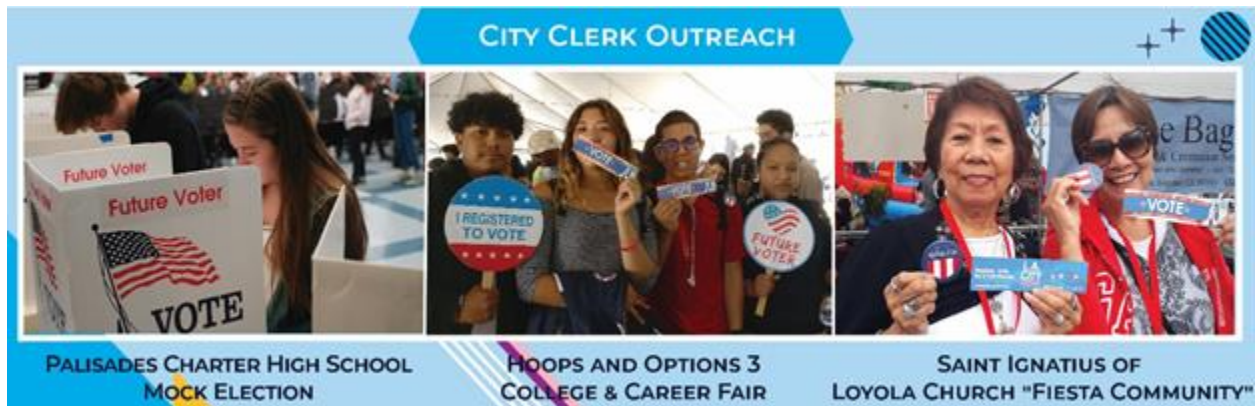
As part of the Youth Initiative, a mock election was held in collaboration with the Human Rights Task Force at Palisades Charter High School (CD 11). A second mock election was held at A Place Called Home (CD 9), and staff provided 15 civic engagement and voter registration presentations at Fairfax High School (CD 5). An information booth was staffed at Southwest College (CD 8), where students were trained on how to register their peers.

Voter registration was conducted at St. Ignatius of Loyola Church's "Fiesta Community" Fair (CD 1) and at the SoCal Lifestyle Health & Aging event for seniors (CD 6) as part of our Faith-Based and Senior Citizen Initiatives.

Voter registration outreach activities were provided at the following community events:

- Valley Alliance of Neighborhood Councils' Voter Registration Drive Event (CD 2)
- Fall into Literacy Festival "8th Annual Dia de los Libros" (CD 15)
- Hoops and Options 3 College & Career Fair (CD 8)
- LA Public Library Voter Registration Drives (CDs 1 and 10)

The outreach team also conducted voter registration training at an event coordinated by the Mayor's Office of Economic Opportunity in CD 6.



NC Elections

Staff continues to develop voting models for the 2019 NC Elections and attend NC meetings to discuss election details with individual boards. Most recently, staff attended the monthly gathering of the South Los Angeles Alliance of Neighborhood Councils.

Neighborhood and Business Improvement Districts (NBID)

Renewal data was reviewed this week for North Hollywood, Studio City, Canoga Park, and Sherman Oaks BIDs. Reminders have been sent for the submission of 2019 Annual Planning Reports.

Staff met with the City Attorney's Office this week to discuss how to disestablish and refund collected assessments for inactive BIDs.



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Neighborhood Council (NC) Funding Program

NC Funding financial officer training was held on October 18 for the Sylmar NC.

Funds are currently frozen for the Van Nuys, Westlake South, Watts and CANNDU NCs.

Records Management

A historian from UCLA, after a concerted effort by the History Department of UCLA and the ACLU, has started reviewing an extensive volume of administrative files of the Los Angeles Police Department.

The City Archives has reserved a table at the 13th annual Archives Bazaar on Saturday, October 20, at the USC Doheny Memorial Library. <https://laassubject.org/archives-bazaar>
Facebook <https://www.facebook.com/events/1958666064192932/>

Systems

Staff received the user requirements to develop an in-house Neighborhood Council Contract E-Signature system. The application will allow the contract workflow to route through multiple levels of approval. Each level of approver can reject or approve the contract by electronically signing the document. This project will be an extension of the online NC Funding portal.

The Legislative Management System (LMS) proposal to update and retool the Council File Management System was presented to the Innovation Funds Committee (IFC) for review. If approved, the IFC will fund the initial cost for setup and testing of the system. The Request for Proposal (RFP) for the LMS system has been released.

ISSUES

Multiple encoder related hardware systems failed early this week resulting in audio not being available for the Information Technology and General Services Committee meeting. ITA was notified and has resolved the problem.